PERSON SPECIFICATION – Site Manager

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|  | ESSENTIAL | DESIRABLE |
| QUALIFICATIONS | * Hold recognised training/ qualifications associated with premises management or be willing to undertake these
* The ability to understand and apply regulations such as health & safety, manual handling, COSHE, Legionella etc
* The ability to operate and understand electrical/mechanical systems
* Risk Assessment experience/qualification
* First aid or willingness to complete this qualification and to keep updated
 | * Evidence of relevant training, for example Asbestos Awareness, Ladder training, Legionella training, Manual Handling, etc.
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| EXPERIENCE | * Competent at overseeing or completing basic building repairs and maintenance
* Staff management experience
 | * Experience or skills in a trade Experience in a similar post in a school or other setting
* Experience or skills in a trade
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| SKILLS, ABILITIES & ATTITUDES | * Awareness and understanding of Child Protection issues and Safeguarding practices
* An understanding of Equal Opportunities and how it is implemented
* To be able to use small industrial, electrical and mechanical equipment
* Ability to maintain appropriate professional relationships and boundaries with pupils, parents, colleagues and other outside agencies
* Ability to communicate effectively with colleagues and outside agencies in person and by email
* Ability to carry out minor repairs
* Understanding of health and safety requirements of a large site and the ability to recognise and take action to avoid potential risks under Health & Safety legislation
* A clear understanding of asbestos management and monitoring
* A clear understanding of fire maintenance and monitoring
* A clear understanding of legionella monitoring and reporting
* Ability to be flexible, adaptable and willing to undertake a variety of tasks
* Good IT skills or willingness to be trained to the level required
* Good literacy and numeracy skills
* Be willing to undergo training as required and for self-development
* Be able to use your own initiative;
* Be able to contribute to the strategic development plan for the school site
* And any other duties as commensurate with the post
 | * Ability to perform the physical tasks required by the post including lifting, carrying and pushing various equipment to undertake the duties of the post
* Good communication skills
* Excellent numeracy and literacy skills
* Sound planning and negotiating skills
* Ability to gather information, analyse data and problem solve
* Ability to manage own time effectively and demonstrate initiative including establishing priorities
* Ability to prioritise and manage workflow whilst maintaining a flexible approach to respond to urgent requests
* Display a conscientious and logical approach to the variety of tasks necessary for the smooth running of the school
* Ability to manage people directly and indirectly
* Ability to adapt to changing and conflicting demands
* Ability to be flexible and work as part of a team or individually as required
* Ability to demonstrate an understanding of children
* Ability to contribute to the life of the school
* Ability to adhere to the school’s policies and procedures and most importantly the equal opportunities policy, child protection policy and all health & safety related policies.
* Ability to comply with Health & Safety regulations to ensure that all duties are carried out safely
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